

Agency Overview

A major state government reorganization in 1974 resulted in the creation of the Department of Self-Governing Agencies. The Bureau of Occupational Licenses (IBOL) was created, within the Department of Self-Governing Agencies, to serve the needs of many of the regulatory bodies within the Department.

Governor Dirk Kempthorne appointed Rayola Jacobsen as Chief of the IBOL on October 15, 2001. The IBOL administrative staff consists of Budd Hetrick & Bill Schaefer, Deputy Bureau Chiefs, and Cherie Simpson, Management Assistant. The IBOL also employs one administrative assistant, one investigative coordinator, eight technical records specialists, one chief Investigator and eight investigators, one customer service representative, one office specialist, one financial specialist and one financial support technician. This organizational structure allows the IBOL to provide efficient and competent service to regulatory Boards, Board members, licensees & applicants, and Idaho's general public.

The IBOL operation depends solely on dedicated funds generated from fees for applications, original licenses and registrations, renewals, examinations, and from disciplinary fines. Neither tax dollars nor other funds from Idaho's general fund are used for the operation of the IBOL. The IBOL provides each Board with an annual budget based on IBOL's annual appropriation. That appropriation is distributed among the Boards based on historical needs and new programs & requests. Financial status reports are available throughout the year for IBOL and the individual Boards.

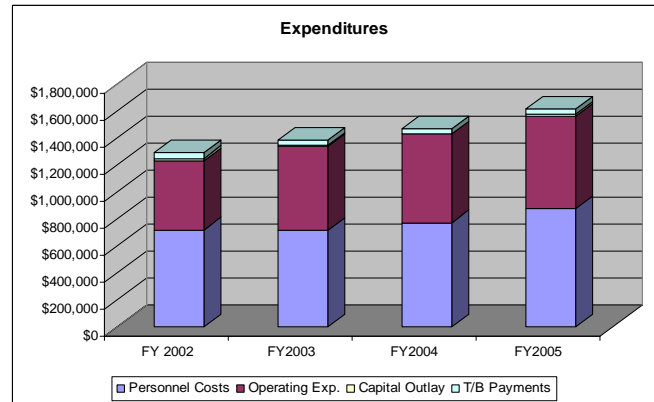
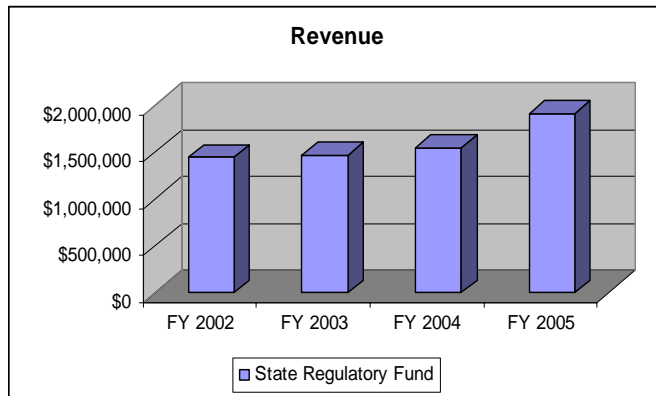
Those regulatory bodies that contract for services with the IBOL are subject to economic changes, population trends, and other factors that directly effect entry into a particular profession. These trends influence the number of new applicants and the number of licenses renewed annually, which in turn, impacts the amount of revenue collected by a board for its operations. As the state's population has increased, additional licensees and complaints, and additional Boards have placed steadily increasing workloads on Bureau staff and facilities. In 1998, a business manager and two additional investigators were added to the Bureau staff. In 2004, an Office Specialist I and an Office Specialist II were added to Bureau staff. An additional Office Specialist II was also added in 2005 and, due to increased responsibilities, all Office Specialist II's were reclassified to the Technical Records Specialist classification. The need to keep abreast of technological advances, together with additional boards, license categories, and complaints will continue to burden the existing staff. Though the implementation of a redesigned license database has increased productivity and helped to cut costs for the boards, any additional growth will require additional investigative, technological, and clerical staff in order to maintain the required service levels. Each board is also subject to changes in the laws and rules that govern the professions. The constant changes in board appointees also requires flexibility on the part of the Bureau staff to react to educational needs and updates in board philosophy and direction. With appropriate increases in resources, these collective changes provide the Bureau the opportunity to improve and enhance our services to meet changing needs.

Core Functions/Idaho Code

The IBOL is empowered by Chapter 26, Title 67, Idaho Code to enter into written agreements with the Idaho State Board of Acupuncture; Board of Architectural Examiners; Uniform Athlete Agents Registration Act; Board of Barber Examiners; Board of Chiropractic Physicians; Contractors Board; Board of Cosmetology; Licensing Board of Professional Counselors and Marriage & Family Therapists; Board of Dentistry; Board of Landscape Architects; Liquefied Petroleum Gas Safety Board; Board of Morticians; Board of Naturopathic Medical Examiners; Board of Examiners of Nursing Home Administrators; Board of Optometry; Board of Podiatry; Board of Psychologist Examiners; Real Estate Appraiser Board; Board of Examiners of Residential Care Facility Administrators; Board of Social Work Examiners; Speech & Hearing Services Licensure Board; and the Board of Drinking Water and Wastewater Professionals to provide administrative, investigative, fiscal, and legal services. This arrangement, often referred to as an "umbrella", allows several boards to share resources and the costs of operation while maintaining the independence of each entity.

Revenue and Expenditures

Revenue	FY 2002	FY 2003	FY 2004	FY 2005
State Regulatory Fund	\$1,448,300	\$1,471,700	\$1,550,100	\$1,911,500
Total	\$1,448,300	\$1,471,700	\$1,550,100	\$1,911,500
Expenditure	FY 2002	FY 2003	FY 2004	FY 2005
Personnel Costs	\$719,000	\$717,500	\$773,200	\$877,900
Operating Expenditures	\$509,000	\$624,200	\$655,500	\$685,500
Capital Outlay	\$22,300	\$6,300	\$6,000	\$12,200
Trustee/Benefit Payments	\$40,000	\$37,600	\$38,600	\$40,800
Total	\$1,290,300	\$1,385,600	\$1,473,300	\$1,616,400



Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2002	FY 2003	FY 2004	FY 2005
Current Licensees	21,937	22,381	25,884	27,156
Applications received	NA	2,895	3,880	4,279
New Licenses Issued	2,136	2,237	5,320	3,019
Facility Inspections	2,325	1,715	1,788	1,274
Complaints received	194	217	294	259
Investigations completed	118	136	181	142
Disciplinary Actions	31	38	53	45
Total Records	NA	62,080	72,749	81,119

Performance Highlights

The expansion of two Boards and the addition of four new Boards during the last few years resulted in the need to add staff and revise the organizational structure of the Bureau. A new database, increased web exposure and electronic correspondence, together with additional investigative and administrative personnel have all contributed to the Bureau's ability to keep pace with the increased workload.

While the cost of doing business has continued to increase, and personnel costs are up, fee increases are rare. The Bureau's accounting system allows a more equitable and accurate distribution of both direct and indirect costs to the Boards. By sharing facility, equipment, personnel and other operating costs among all of the Boards, each Board is better able to operate in a fiscally self-supporting and manner.

For More Information Contact

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